



# OFFICE OF ADMINISTRATIVE HEARINGS

STATE OF CALIFORNIA

GENERAL JURISDICTION DIVISION

For more information visit

[www.dgs.ca.gov/oah](http://www.dgs.ca.gov/oah)

## State Agency Request to Set

### Case Information

Date	From	
Case Name	OAH Case Number	
Name of Agency	Agency Case Number	
Agency Attorney/Representative Name: Address:  Telephone: Fax: Email: Preferred Method of Service: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> U.S. Mail	Respondent/Appellant/Petitioner Name: Address:  Telephone: Fax: Email: Preferred Method of Service: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> U.S. Mail	Respondent/Attorney/Representative Name: Address:  Telephone: Fax: Email: Preferred Method of Service: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> U.S. Mail
<input type="checkbox"/> Accusation <input type="checkbox"/> Statement of Issues <input type="checkbox"/> Other (Initial Pleadings must be attached)		

### IF PLEADINGS ARE NOT ATTACHED A HEARING MAY NOT BE SET

Statutory Time Limit: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide legal authority (Code & Section Number)	If yes, date by which case must be heard. (Month/Day/Year)
Time estimate for hearing: Hours      Days	Hearing Location:	
Provide at least three dates preferred (All Parties) (CCR, tit. 1 § 1018(a)(6))	Dates coordinated with all parties? <input type="checkbox"/> Yes <input type="checkbox"/> No  If no, attach DGS-OAH Form 20 (Statement of Agency's Reasonable Efforts to Confer). Failure to coordinate dates or provide an explanation will result in OAH assigning hearing dates.	Dates unavailable for at least 6 months (All Parties)

Additional comments and/or instructions: request for accommodation, request for security, etc. List any respondents who did not file a Notice of Defense.

- ☐ Electronic recording by consent (Gov. Code, § 11512, subd. (d)) (attach copy of written consent)  
☐ OAH to request court reporter ☐ Agency to provide court reporter  
(If no selection is made a Court Reporter will be ordered and the agency will be charged.)

**NOTICE: This is not a reservation of dates. Completion of this form does not guarantee that you will receive the hearing dates requested. Dates are subject to availability at the time OAH processes this form.**

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